



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4210

POSITION VACANCY ANNOUNCEMENT

March 12, 2015

Closing Date: March 18, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on March 19, 2015).

Title: ADMINISTRATIVE SPECIALIST III

Position Number: 2208-2785

Grade: C112

Special Education

DUTIES:

This position will assist the special education division manager; answer general correspondence; draft unit's monthly reports; work special assignments utilizing software such as PowerPoint, Publisher, Access, Excel and Word; provide technical assistance to staff using computer software; coordinate activities for NASDSE satellite downlinks; prepare director's communication memos for placement on ADE website; prepare weekly itineraries for unit; act as receptionist; operate office equipment; and perform other duties as assigned.

SPECIAL REQUIREMENTS:

Successful applicant seeking this position will possess exceptional word processing skills and ability to utilize spreadsheets; knowledge of PowerPoint, Access and Excel software; ability to prepare correspondence, files and manage multiple tasks and/or projects.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

ALL APPLICANTS MUST SCHEDULE TO TAKE THE REQUIRED SECRETARIAL SKILLS TEST.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at Arkansased.org](http://Arkansased.org) or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.